

Notes from the Denmead Neighbourhood Plan – Steering Group meeting. Held on Zoom, 10am, 17-03-22

Attendees: Cllr Paula Langford-Smith, Cllr Kevin Andreoli, Stuart Todd, Mark Strachan, Shelley Holliday, Carolyn Hargreaves, Caroline Cahill, Mike Hollands

Apologies: Cllr Andy Jones, Cllr Glyn Whibley, Wendy Wright

1: Introductions – All members present introduced themselves and apologies received. Agreed to share email addresses and abide by DPC Code of conduct.

2: Nomination of Chairman – Cllr Kevin Andreoli was nominated and accepted as Chairman of the Denmead Neighbourhood Plan Steering Group (DNPSG).

3: Process review – Stuart Todd was introduced to the group and his role was explained. The upcoming process of the Neighbourhood Plan process was discussed and explained.

4: Terms of Reference – The terms of reference were discussed and reviewed, and it was agreed to take these forward to the next Full Council meeting for acceptance.

5: Frequency of Meetings – It was decided to initially set the frequency of meeting to monthly and review this as time progresses. A meeting with AECOM was to be setup and members if the DNPSG sent invites.

6: Next Steps –

- a) Meet AECOM
- b) Setup Meeting with Stuart for review in a month. Stuart will set up a Communications Plan.
- c) Update FB with details of DNPSG
- d) Update the DNP website and start to get Community Engagement/a place for communications.
- e) Receive Questionnaire examples for Paula.
- f) Receive DPC Code of Conduct for review.

7. The next meeting with Stuart Todd will be held on 1st April.